



# **Land Development Manual**

## **Volume I, Chapter 1**

# **Project Submittal Requirements**

## **Section 5**

# **Subdivision Approvals**

**October 2, 2001**

**Development and Permit Information: (619) 446-5000**  
**Appointments: (619) 446-5300**  
**[www.sandiego.gov/development-services](http://www.sandiego.gov/development-services)**



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## SECTION 5: SUBDIVISION APPROVALS

### **Introduction**

Subdivision Approvals are those that involve the subdivision or adjustment of real property, the associated design of public improvements, and the acquisition and vacation of public rights-of-way and public easements. Some approvals are ministerial in that they are approved if they meet the regulations. Others are discretionary in that they require a public hearing where the decision maker must exercise some discretion in determining whether the proposed subdivision meets the applicable regulations, standards, and guidelines.

### **Land Development Manual Project Submittal Requirements**

Section 1	Guide to the Project Submittal Process
Section 2	Construction Permits - Structures
Section 3	Construction Permits - Grading and Public Right-of-Way
Section 4	Development Permits/Approvals
<b>Section 5</b>	<b>Subdivision Approvals</b>
Section 6	Policy Approvals

### **Submittal Requirements**

The Submittal Matrix and the Minimum Submittal Requirements Checklist found in this section identify the forms, documents, and plans that are required for subdivision approvals. The Submittal Matrix is an easy-to-use tool to help you quickly identify the number of items you need to submit to the City. The Submittal Requirements Checklist provides a detailed description of what the content of each of the required forms, documents, and plans must be. All items noted in the checklist must be provided unless not specifically required by the Submittal Matrix or the Checklist.

### **Two Stage Reviews**

The following approvals require a first stage and second stage submittals:

1. Lot line adjustments/consolidations/plats.
2. Easement Abandonments.
3. Public Right-of-Way Vacations.

The first stage is when staff will review the proposed project to determine if they can recommend that it complies with the applicable regulations. Upon completion of this review, applicants will be notified, by an assessment letter, of staff recommendation

The second stage includes the preparation and review of the final legal documents and approval by the decision maker at a Public Hearing for discretionary approvals or by the City Engineer for ministerial approvals.

Applicants have the option to submit both first stage and second stage submittals with applicable fees at the same time. Applicant will not be refunded the full second stage fee if the application is withdrawn after the initial review.

## Project Submittal Requirements

## Subdivision Approvals



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## Submittal Requirements Matrix Subdivision Approvals

### APPROVAL TYPE

(See Minimum Submittal Requirements Checklist, Subdivision Approvals for detailed submittal requirements.  
Note: Some documentation and plan information may be combined into single documents or shown on the same plans if the information is clearly identified)

### SUBMITTAL REQUIREMENTS (See Legend at Bottom of Page)

	1.0 General Application Package	2.0 Certificate of Correction	3.0 Geotechnical Report	4.0 Letter of Request	5.0 Prior Development Approval	6.0 Proposed Grant Deed	7.0 Proposed Legal Description	8.0 Public Notice Package	9.0 Map Reference Material	10.0 Title Report	11.0 Traverse	12.0 General Requirements - All Plans	13.0 Map/Drawing Package	14.0 Fee Schedule [504]
<b>CERTIFICATE OF COMPLIANCE (125.0210)</b>	1	-	-	-	-	-	1	-	1	-	-	-	-	✓
<b>CERTIFICATE OF CORRECTION (125.0141)</b>	1	1	-	-	-	-	-	-	1	-	(1)	-	-	✓
<b>DEDICATION (62.0205)</b>														
<b>Right-of-way Dedication</b>	1	-	-	-	(1)	1	1	-	1	1	1	✓	6	✓
<b>Easement Dedication</b>	1	-	-	-	-	1	1	-	1	1	1	✓	6	✓
<b>EASEMENT ABANDONMENT (125.0101)</b>														
<b>First Stage</b>	1	-	-	1	1	-	-	-	-	-	-	✓	22	✓
<b>Second Stage</b>	-	-	-	-	-	-	1	-	-	1	(1)	✓	2	✓
<b>FINAL MAP (125.0610)</b>	1	-	(1)	-	1	-	-	-	1	1	1	✓	10	✓

**LEGEND:** 1 = Number of Copies Required (#) = Number of Copies that may be Required (See Min. Submittal Requirements Checklist) ✓ = Applies to all plans required  
(142.0402) = Land Development Code Sec. Reference [0000] = Bulletin Reference No.

October 2, 2001

Sec.	Pg.
5	2



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<b>LOT LINE ADJUSTMENT / LOT CONSOLIDATION PARCEL MAP (125.0310)</b>														
<b>First Stage</b>	1	-	-	-	-	-	-	-	(1)	-	-	✓	6	✓
<b>Second Stage</b>	-	-	-	-	-	-	-	-	1	1	1	✓	6	✓
<b>LOT LINE ADJUSTMENT PLAT (125.0310)</b>														
<b>First Stage</b>	1	-	(1)	-	-	-	-	-	1	-	-	✓	6	✓
<b>Second Stage</b>	-	-	(1)	-	-	(1)	(1)	-	1	1	1	✓	6	✓
<b>MAP WAIVER (125.0120)</b>	See Section 4 - Development Permits/Approvals													
<b>PARCEL MAP (125.0501)</b>	1	-	-	-	1	-	-	-	1	1	1	✓	11	✓
<b>PUBLIC RIGHT-OF-WAY VACATION (125.0010)</b>														
<b>First Stage</b>	1	-	-	1	1	-	-	1	1	-	-	✓	22	✓
<b>Second Stage</b>	-	-	-	-	-	-	1	2	1	1	(1)	✓	2	✓
<b>REVERSION TO ACREAGE (125.0801)</b>	1	-	-	-	1	-	-	1	1	1	1	✓	10	✓

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October 2, 2001

Sec.	Pg.
5	3

## Project Submittal Requirements

## Subdivision Approvals



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### Submittal Requirements Matrix Subdivision Approvals

#### APPROVAL TYPE

(See Minimum Submittal Requirements Checklist, Subdivision Approvals for detailed submittal requirements.  
Note: Some documentation and plan information may be combined into single documents or shown on the same plans if the information is clearly identified)

#### SUBMITTAL REQUIREMENTS (See Legend at Bottom of Page)

	14.0 Fee Schedule [504]	13.0 Map/Drawing Package	12.0 General Requirements - All Plans	11.0 Traverse	10.0 Title Report	9.0 Map Reference Material	8.0 Public Notice Package	7.0 Proposed Legal Description	6.0 Proposed Grant Deed	5.0 Prior Development Approval	4.0 Letter of Request	3.0 Geotechnical Report	2.0 Certificate of Correction	1.0 General Application Package
<b>STREET NAME CHANGE</b> (Council Policy 600-12)	✓	6	✓	-	-	1	3	-	-	1	1	-	-	1
<b>SUBDIVISION IMPROVEMENT AGREEMENT</b> (129.0702)	See Section 3 - Construction Permits - Grading and Public Right-of-Way													
<b>TENTATIVE MAP</b> (125.0410)	See Section 4 - Development Permits/Approvals													

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October 2, 2001

Sec.	Pg.
5	4



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## Minimum Submittal Requirements Checklist Subdivision Approvals

Project Address: \_\_\_\_\_ Project. No. \_\_\_\_\_

1st Review By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ Accepted ☐ Rejected

2nd Review By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ Accepted ☐ Rejected

### ***Submittal Result Legend:***

*N/A = Not Applicable    Ø = Incomplete/Missing    ✓ = Meets requirements    TBD = To be determined during review*

This checklist must be used in conjunction with the Submittal Requirements Matrix. The Submittal Requirements Matrix establishes the documents/plans that are required and the minimum quantity that must be provided, based upon the approval you are applying for. Acceptance of projects for review by the City of San Diego depends upon the accuracy and completeness of the submitted plans and documents. This Minimum Submittal Requirements Checklist establishes the minimum details that must be included in all plans and documents required by the City. The design professional should use this checklist when preparing project packages for review. Plans or documents missing any of the required detail will not be accepted. Additional information or clarification may be required during the review process or prior to permit issuance.

Where the word “***conditional***” appears before the detail and the text is in italics, this information may be required as outlined. When a conditional document is required then all sub-item details listed below it are required. Where the “Result” column next to the detail is labeled “**Recommended**” the detail shown is provided as a suggestion for improving the speed of the review and is not required for all approvals and is not a “minimum” submittal requirement. However, these items may be a plan check correction item. All other detail is required unless not applicable to your project. Staff will review your documents against this checklist and note the status of each required document in the “Result” column using the symbols noted in the legend above.

Item #	Requirement	Result
<b>1.0</b>	<b>GENERAL APPLICATION PACKAGE</b>	
<b>1.1</b>	<b>General Application (DS-3032)</b> (See instructions on back of application form for more detail)	
<b>1.2</b>	<b>Parcel Information Checklist (DS-302)</b> See instructions on the checklist for more detail.	
<b>1.3</b>	<b>Proof of Ownership and Legal Lot Status</b> A copy of the Grant Deed or Vesting Deed is required to provide proof of current ownership and to verify legal lot status. If the property is described by a metes and bounds or as a portion of a lot, proof that the property was held in that configuration prior to March 4, 1972 is required. In these cases, the Grant Deed bearing a County Assessor’s Recording Date prior to March 4, 1972 and showing the property held in the same configuration as the current Grant Deed, must also be provided.	
<b>1.4</b>	<b>Assessor’s Map Page</b> with property highlighted The Assessor’s Map Page is used to identify the proposed development as it relates to surrounding properties. The project location must be outlined on all copies using a bright-colored, high-lighting marker that will not obscure the print. The required size is 11" x 17".	
<b>1.5</b>	<b><i>Conditional - Concurrent Processing Agreement:</i></b> <i>If the construction project review is being concurrently processed with another policy or development permit/approval, provide a copy of the signed Concurrent Processing Agreement.</i>	

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October 2, 2001

Sec.	Pg.
<b>5</b>	<b>5</b>

Item #	Requirement	Result
<b>2.0</b>	<b>CERTIFICATE OF CORRECTION</b> Provide a certificate to correct technical errors or omissions on recorded final map or parcel map as provided by the Subdivision Map Act.	
<b>3.0</b>	<b>GEOTECHNICAL REPORT</b> <i>Conditional: If and when a geological, geotechnical, and/or soils report is required depends on the type of project proposed and which hazard category the project site is located within (see Information Bulletin 515). The City of San Diego Seismic Safety Study maps show the hazard categories of all parcels within the City. For more information on Geotechnical Report requirements, see the City of San Diego Technical Guidelines for Geotechnical Reports, current edition.</i>	
3.1	<b>3 Years Old:</b> Report cannot be more than three years old.	
3.2	<b>Signed/Stamped:</b> Report must be signed and stamped by a registered geotechnical professional such as a RCE, GE, or CEG.	
3.3	<b>Subject Property:</b> Report must be for the subject project.	
<b>4.0</b>	<b>LETTER OF REQUEST</b> A letter requesting an Abandonment, Street Name Change and Vacation that outlines the reasons for the request	
4.1	<b>Letter Outline:</b> Provide a letter that outlines all of the proposed actions in detail and that contains the following information as applicable: <ul style="list-style-type: none"> <li>• The signature of all adjacent or underlining property owners whether they are for or against the subject action.</li> <li>• The existing condition/use of the proposed vacation, abandonment (e.g. improved, partially improved, not in use, etc.)</li> <li>• Explanation of why the action will benefit the public and what the proposed use of the subject area or what is the reason for the street name change.</li> <li>• Describe the proposed limits of the action even if it extends beyond your area of interest.</li> <li>• For street name changes note the name of the existing street, proposed street, and an alternate choice.</li> </ul>	
4.2	<b>Current City Actions:</b> Provide information on any current or potential review, permits, or other actions with the City concerning the property associated with this process. For right-of-way vacations and easement abandonments - provide full width within a block range as feasible.	
<b>5.0</b>	<b>PRIOR DISCRETIONARY APPROVAL DOCUMENTATION</b> <i>Conditional: Required if the property had a prior Policy Approval, Subdivision Approval, or Development Permit/Approval. Copies of resolutions granting these approvals/permits may be obtained at the County Records Office through a title search or from the City if the permit/approval number is provided.</i>	
5.1	<b>Copies:</b> Provide a copy of any prior policy approval, subdivision approval, or development permit/approval that gives any development entitlements to the property, including approved exhibits.	
5.2	<b>Tentative Map:</b> If a tentative map was the prior approval, then provide a copy of the approved Tentative Map.	
5.3	<b>Concurrent Processing:</b> See item 1.5	
<b>6.0</b>	<b>PROPOSED GRANT DEED</b> Provide a written copy of the proposed deed granting the dedication or easement.	
<b>7.0</b>	<b>PROPOSED LEGAL DESCRIPTION</b> Provide a written copy of the proposed legal description of the dedication or easement.	

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October 2, 2001

Sec.	Pg.
5	6

Item #	Requirement	Result
<b>8.0</b>	<b>PUBLIC NOTICE PACKAGE</b> A public notice package is required for all discretionary actions requiring a Notice of Future Decision (Process 2) or a Notice of Public Hearing (Processes 3, 4 and 5). See Information Bulletin 512 for information on how to obtain public noticing information..	
8.1	<b>Mailing Labels:</b> Provide owner and occupant mailing labels as follows: <ul style="list-style-type: none"> <li>• 3 sets of owners mailing labels</li> <li>• 3 sets of occupant mailing labels</li> </ul>	
8.2	<b>Assessors Map(s):</b> Provide assessors Map(s) with 300-foot noticing radius outlined	
8.3	<b>Address lists:</b> Provide list of owner/occupant addresses (copy of mailing labels acceptable)	
<b>9.0</b>	<b>MAP REFERENCE MATERIALS</b> Provide a package containing all maps, records of survey, deeds, vesting deeds, adjoining deeds, and drawings referred to in the preliminary title report or shown on the map exhibit.	
<b>10.0</b>	<b>TITLE REPORT</b>	
10.1	<b>Address:</b> The report is for the subject property.	
<b>11.0</b>	<b>TRAVERSE</b> <i>Conditional: Required when new property, easement or right-of-way boundaries are proposed.</i>	
<b>11.1</b>	<b>Traverse Calculations:</b> <i>Traverses must meet City standards per the Subdivision Manual). Inverses are not acceptable. Traverse calculations must show the following:</i> <ul style="list-style-type: none"> <li>• The mathematical closure of all lots in the subdivision.</li> <li>• The mathematical closure of all easements.</li> <li>• The mathematical closure of the boundary.</li> <li>• The mathematical closure of the NAD 83 ties.</li> </ul>	
<b>12.0</b>	<b>GENERAL REQUIREMENTS - ALL PLANS</b>	
12.1	<b>Title Sheet :</b> The following must be shown in the first sheet: <ul style="list-style-type: none"> <li>• Title block should be on all plans in the lower right hand 8 1/2" x 11" space of each sheet and should include the following: Sheet Title (Tentative Map, Grading Plan, Topographic Survey, etc.), Sheet Number and Total Sheet Count (Sheet ____ of ____), Original Drawing Preparation Date, and Revision Date(s).</li> <li>• Vicinity Map</li> <li>• Basis of Design Identified - Specify use and number of lots.</li> <li>• Show legal Description(s) and Assessor Parcel Number(s) for the property that the development is proposed on;</li> <li>• Show owner's name and address;</li> <li>• Show design professional's name, address and phone number.</li> <li>• Show the zoning designation and/or overlay zone designations.</li> <li>• Show Assessors Parcel Map Number (APN), basis of bearings and north arrow.</li> </ul>	
12.2	<b>Signed/Stamped:</b> All maps/drawings must be prepared, signed and stamped by professionals. These professionals include a Professional Land Surveyor (PLS) or a registered Civil Engineer with a registration up to RCE 33965.	
12.3	<b>Drawing Format:</b> C-Drawing (C-sheet size is 18" X 26") with 1" perimeter border.	
12.4	<b>Max Plan Size:</b> All plans must be stapled, bound together and rolled. Each rolled plans must not exceed the maximum length of 30 inches, maximum rolled height of 8 inches and maximum weight of 20 pounds.	
12.5	<b>Legible:</b> Must be legible/Drawn to Scale, minimum scale: 1" = 40'.	

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October 2, 2001

Sec.	Pg.
5	7



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October 2, 2001

<i>Sec.</i>	<i>Pg.</i>
<b>5</b>	<b>8</b>